

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	SUPERSEDES: AR 154 (04/24/03)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 154 VICTIMS SERVICES	EFFECTIVE DATE: 06/07/04

TABLE OF CONTENTS

	<u>PURPOSE</u>
	<u>AUTHORITY</u>
	<u>RESPONSIBILITY</u>
	<u>DEFINITIONS</u>
	<u>APPLICABILITY</u>
	<u>PROCEDURES</u>
<u>154.01</u>	VICTIM NOTIFICATION OF OFFENDER INFORMATION
<u>154.02</u>	PROGRAM DEVELOPMENT
<u>154.03</u>	POTENTIAL VICTIMS OF OFFENDERS UPON RELEASE
<u>154.04</u>	VICTIM'S FILE MAINTENANCE
	<u>REFERENCES</u>
	<u>ATTACHMENTS</u>
	<u>MANDATORY REVIEW DATE:</u> <u>04/24/05</u>

PURPOSE

To set forth guidelines for the Department's services to victims of crime and assist Department staff with victimization and/or workplace violence concerns.

AUTHORITY

NRS 209.131
NRS 209.521
NRS 213.005

RESPONSIBILITY

It is the responsibility of the Victim Services Officer for the Department to provide services to crime victims as directed by the Legislature and the Director including but not limited to:

- Providing registered victims of crimes inmate information they request, and are authorized to obtain;
- Assist staff members who have been victimized in the workplace;
- Responsible for all matters related to information, registration, notification, protection from harassment and harm, referral to support programs, advocacy for underserved victims, and accompaniment to hearings; and
- Assist OMD and Parole & Probation staff with victim notification of offender residential confinement programs.

DEFINITIONS

CENTRAL FILE (C-FILE) – The central file is a partial compilation of criminal records, documents, and records of correctional supervision maintained by the Offender Management Division for the purpose of sentence management, detainers, classification, and for use in management information and statistics.

DEPARTMENT – Nevada Department of Corrections.

INTERESTED/THREATENED PARTY – Any person, business or agency, including law enforcement, state agencies, court officials, friends or distant relatives of the victim who feel threatened, either directly or indirectly.

NEVADA CORRECTIONS INFORMATION SYSTEM (NCIS) – An integrated, micro-computer based information system used to manage the inmate population through the employment of applications related to count, supervision, sentence management, classification & casework, planning, and statistical activities.

VICTIM – A person, including a governmental entity, as defined by NRS 213.005, against whom a crime has been committed; a person who has been injured or killed as a direct result of the commission of a crime; or a relative of a person described in the above statements. A relative of a person includes:

- A spouse, parent, grandparent or stepparent;
- A natural born child, stepchild or adopted child;
- A grandchild, brother, sister, half brother or half sister; or

- A parent of a spouse.

VICTIM ADVISORY COUNCIL – A group of people consisting of crime victims, representatives of victim service programs, statewide victim service coalitions, law enforcement agencies and department staff. This council serves in an advisory capacity to assist in the development of programs within the Department related to crime victims, and as a link to other victim and allied professional contacts within the state. This council shall also educate the public on victim rights and issues. The Victim Services Officer shall chair this council.

VICTIM SERVICES OFFICER – The VSO oversees the implementation of programs, services, procedures and policies to ensure that the rights of victims of the Department's offenders are enforced. The VSO serves as the primary contact between the Department and other local, state and federal victim assistance programs, including non-profit and community-based programs. Provides staff support and coordination to the Victim Services Advisory Council. Assists in the training of correctional staff on general victim issues.

APPLICABILITY

This regulation applies to all employees of the Department.

PROCEDURES

154.01 VICTIM NOTIFICATION OF OFFENDER INFORMATION

1.1 In accordance with NRS 209.521, if a victim of an offender makes a written request either by letter or utilizing the Victim Notification Request, Form DOC-2121, the Victim Services Officer shall provide the victim with the following information concerning the offender: **(3-4393-1)**

- Location of offender and offender's prison identification number;
- Discharge of sentence;
- Parole eligibility date; projected expiration date; and sentence structure information;
- Placed on/removed from residential confinement;
- Placed on/removed from work release;
- Granted reduction in sentence;
- Dies;
- Established execution date;

- Is granted a pardon or commutation of sentence;
- Escapes/returned to custody following escape;
- Is returned to prison as a parole violator;
- Legally changes their name while incarcerated; and
- Photograph of offender upon release.

1.2 An offender must not be temporarily released into the community for any purpose unless notification of the release has been given to every victim of the offender who has requested notification and has provided a current address.

1.3 The Victim Services Officer or Director will not be held responsible for giving any notice required pursuant to subsection 1.1 or 1.2 if no address was provided to the Victim Services Officer, or the address given is inaccurate or not current.

154.02 PROGRAM DEVELOPMENT

1.1 The Victim Services Officer is responsible for developing policies and procedures for future victim-related programs within the department and in communities throughout the state. These programs include, but are not limited to:

- Victim Advisory Council;
- Victim Wraparound;
- Staff Victimization Protocols;
- Victim Impact Panels within institutions;
- Utilization of Victim Impact Statements;
- Victim Assistance with TPO/EPO;
- Staff and Inmate Training programs regarding victims;
- Victim Conferences;
- Development of Victim Rights Handbook;
- Development of Inmate Handbook regarding victim rights;

- Utilization and training of victim volunteers;
- Develop collaborations with local, state and federal agencies; and
- Victim/Offender Dialogue.

1.2 The development of these policies will be incorporated into this Administrative Regulation or become new Administrative Regulations as directed by the Administrative Regulation Review Committee and Victim Advisory Council.

154.03 POTENTIAL VICTIMS OF OFFENDERS UPON RELEASE

1.1 If staff has a reasonable belief that an inmate may carry out a violent act or threat, it is the policy of the Department to notify that potential victim of the offender's escape or release.

1.2 In these instances, where any staff has information there is a substantial likelihood that an inmate may commit a violent act, or when an inmate poses threats which may lead to a violent act, the staff member will notify the respective Warden and the Victim Services Officer of their opinion in writing.

1.2.1 Confidentiality of the inmate's medical and mental health care will be maintained as much as possible.

1.2.2 Every effort will be made by the Victim Services Officer to contact the potential victim(s) and warn them of the inmate's release/escape.

1.3 Should the Victim Services Officer have difficulty in locating these persons, the Inspector General's Office will be contacted for assistance in locating them through law enforcement channels.

1.3.1 All efforts to contact these persons will be fully documented with the documentation being placed in the NCIS and offender's C-file.

154.04 VICTIM FILE MAINTENANCE

1.1 All information contained in the victims' files maintained by the Victim Services Officer is confidential and shall be kept in a secured location.

1.2 The following guidelines will be followed for victim file maintenance by the Victim Services Officer:

- Offender paroles – victim file is maintained until such time as the offender discharges said parole and then the file is shredded;

- Offender discharges – victim file is maintained for one year and then the file is shredded. If the offender returns to prison on separate charges, a new victim file is created and will include the victim information from the previous offense.
- Offender dies – victim file is shredded.

REFERENCES

ACA Standards 3-4285 and 3-4393-1

ATTACHMENTS

Victim Notification Request, DOC-2121
 Victim Services Unit Pamphlet, DOC-2122
 Notification Document, DOC-2123
 Victim Mission and Vision Statement

 Jackie Crawford, Director

 Date

CONFIDENTIAL

 Yes

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 No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.